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Instructions for Second  
National Farm Wage Survey  
1945

REVISED  
May 10, 1945

UNITED STATES DEPARTMENT OF AGRICULTURE  
Bureau of Agricultural Economics

INSTRUCTIONS TO ENUMERATORS IN  
SURVEYS ON FARM WAGE RATES

Reserve

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Note to all Enumerators and Supervisors. For the second Nation-wide farm wage survey which begins May 28th, the schedules used in the first survey in March have been modified and one entirely new schedule has been added. Enumerators and supervisors who worked in the March survey as well as new enumerators and supervisors should read carefully all the instructions in this manual. Sections VI through IX should be read at least twice, consulting the schedule while reading the instructions.

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## I PURPOSE

In recognition of the need for more information relating to farm labor problems, Congress has provided funds to the Bureau of Agricultural Economics to gather facts on the wages and wage rates of farm laborers throughout the country. Wages and wage conditions concern both farmers and farm laborers in their wartime job of producing food for the Nation and our Allies, and will be of importance in the post-war period. Victory over the enemy in Europe has in no way affected the job of American farmers in topping even last year's record production.

The data to be gathered in these surveys are needed by the Department of Agriculture to answer the many requests from farmers, business people, labor organizations and various State and Federal agencies for accurate information on farm wage and labor matters. None of the information collected, however, will be used in connection with enforcement of any wage regulation, wage ceilings, or wage fixing measures, nor for any income tax purposes. Reports from farmers will be treated as strictly confidential and used only in combination with reports from many other farms to develop wage statistics.

## II SCOPE OF THE SURVEYS

The first surveys were carried on in selected special crop areas where large numbers of seasonal and migrant workers are used in harvesting fruits, vegetables, and certain other high labor-requiring crops. These special crop surveys are to be made at different dates, coinciding with the harvest of the important crops in the areas selected for enumeration.

In addition to these harvest labor surveys, there will be three Nation-wide surveys during 1945 to obtain wage information for all types of hired farm workers. These National surveys are being made in a representative sample of 158 counties of the United States. Within each county farms with headquarters in certain land segments of the county are being enumerated. These farms have been so drawn as to provide a proportional representation of all sizes and types of farms. The instructions contained here relate primarily to the second of the Nation-wide surveys which will obtain information on farm wages and wage rates paid during the week ending May 26, 1945, although they will also apply to many of the Special Crop Area surveys.

## III MAPS AND AERIAL PHOTOGRAPHS TO BE USED IN SURVEYS

Maps.-- Each enumerator will be supplied with the same county highway maps as were used during the March Wage Rate Survey.

Segments and Segment Numbers.-- The same sample segments (or areas) are to be visited in this enumeration as in the March survey. They are outlined or colored solidly in red on the highway maps, and each segment has been assigned a number which appears on the map in or near the segment. This number appears in the space provided at the top of the Prelist Sheet and should be entered in the space provided at the top of Form 1, Form 1-Supplemental, and the Perquisite Schedule when these schedules are used.

In a few counties, where there is more than one map sheet for the county, a segment might not be entirely on one sheet; that is, part of a segment might be on one sheet and part on another. In such cases the letters "pt" (meaning part) are written after the segment number to indicate that only part of the segment is on that sheet. The remaining part will be found on another sheet labeled by the same segment number.



Occasionally two segments are adjacent and might appear at a first glance to be only one segment. Adjacent segments are divided by a dull green line and each segment has its own number. In the March enumeration, sometimes two adjacent segments were enumerated as one segment instead of two.

Segment boundaries.--Boundaries of a segment ordinarily will be roads, streams, railroads, survey lines (such as section or half-section lines) or political boundaries such as those of a county, township, election precinct, incorporated city or town. In a few cases a boundary may be an arbitrary line drawn between identified points.

Aerial photographs.--Photographs will be supplied for segments which are towns or parts of towns. These photographs should be of help in two ways when enumerating the towns: (1) the boundaries of each such segment have been marked on the photograph which should aid in identifying the boundaries of the area within which the enumeration is to be made; and (2) it may be of help in indicating the parts of the segment (or town) where farms are most likely to be found.

The segment number appears in the lower left-hand corner of each aerial photograph.

Designation of Segment Boundaries on the Photographs.--On the photographs the segments are outlined with red wavy or straight lines. When a natural landmark such as a road, railroad, or stream is the boundary, a red wavy line is placed just outside the road, railroad, etc. Sometimes houses may appear on the photograph between the wavy line and the actual boundary of the segment; in such cases the house is outside the segment even though it appears inside the wavy line. When the boundary of a segment is other than a road, railroad, or stream, a straight red line is placed on the boundary.

If any sample segment does not appear to be alike on both the county map and the aerial photograph, the outline on the aerial photograph is to be taken as the correct boundary of the segment.

#### IV SCHEDULES, WHEN EACH IS TO BE USED, AND WHOM TO INTERVIEW

The schedules to be used in the survey relating to May 20-26, 1945 consist of: (1) a Prelist Sheet, (2) a Form 1, (3) a Form 1-Supplemental, and (4) a Special Schedule on Perquisites. These designations appear in the upper left-hand corner of the several schedules. Not all of these schedules are to be filled out for every farm. In many cases both the Prelist Sheet and Form I will be required, while in the case of relatively few farms a Prelist Sheet, a Form I and a Form 1-Supplemental will need to be used. The Perquisite Schedule is to be filled out for only about one-fourth of the hired workers included in the survey as explained later. There is a brief indication at the bottom of the Prelist Sheet, and in the upper left-hand corner of Form I and Form 1-Supplemental as to when each of the schedules is to be used. The Perquisite Schedule is new and the others have been revised since the March survey. Therefore, the enumerator should read carefully Section VI-IX of this manual for detailed instructions on how to fill out each schedule.



A. Prelist Sheet.

A Prelist Sheet is provided for each sample segment to be surveyed in May, with a list of farm operators to be visited already copied on the sheet. The enumerator is to visit all the farm operators listed, check to see that the list is correct and complete, adding any other operators he finds with headquarters in the segment.

For every farm with headquarters in the segment, one line of the Prelist Sheet is to be filled out for columns 4 through 14 (except column 12).

Information for the Prelist Sheet should be obtained from the farm operator, farm foreman, hired man or from another responsible individual on the farm or in the farm family if possible. If no one connected with the farm is at home on the first visit, the enumerator should try to get the information from a neighbor if there are nearby families who are well-informed about the farm. However, there must be a revisit to the farm if the neighbor reports "yes" to the question on hired labor (column 7) or if he reports that he is not certain of the answer.

B. Form 1.

This is the basic schedule to be used for every farm which reported any farm workers who worked for wages during the specified week. A separate Form 1 is to be filled out for every farm which has the answer "yes" in column 7 of the Prelist Sheet. In filling out Form 1 for a farm which reports one or more hired workers during the week ending May 26, the identification material called for in Section I is to be copied from the Prelist Sheet. Then certain information about the farm is to be obtained for Section II and information for each hired worker who worked on the farm during the specified week is to be obtained for Sections III and IV with a separate line of Section III used for each hired worker.

Information for Form I should be obtained from the farm operator, farm foreman, the hired man or from another responsible individual on the farm or in the farm family.

C. Form 1-Supplemental

When information can be obtained only for crews or groups of workers, Form 1-Supplemental is to be used to record this, although wherever possible information is to be obtained for each individual hired worker and recorded on a separate line of Form 1. The identification material in Section I of Form 1-Supplemental is to be copied from Form 1. In Section II of Form 1-Supplemental a separate line is to be filled out for each crew, gang, or group of workers who were working at the same operation and were receiving the same wage rate during the week, with separate lines used for males and females.

Form 1-Supplemental is never to be used alone but only an addition in conjunction with Form 1. Even though all the information on the wages of hired workers is to be recorded for crews on Form 1-Supplemental, Form 1 must be filled out for the farm also in order to obtain the farm information called for in Section II of Form 1.



Information for Form 1-Supplemental is to be obtained if possible from the farm operator or his foreman. If all the information cannot be obtained from someone on the farm the enumerator is to record the name and address of the labor contractor or packing house who supplied the workers, and who may be in a position to furnish the information when interviewed by the enumerator or the supervisor.

#### D. Perquisite Schedule.

The Special Schedule on Perquisites was planned to obtain more detailed information on food, lodging and other items given to the hired worker in addition to his cash wages. In this schedule, the estimated value of the items furnished free to the worker (perquisites) is called for. Because many hired workers receive some perquisites, the information on cash wages alone is not sufficient to provide a complete picture of what the hired worker gets for his work. This Special Schedule on Perquisites will be filled out for only some of the hired workers in the survey.

One-fourth of the Prelist Sheets in each of the 158 survey counties have been stamped "Segment for Perquisite Schedules." Whenever a Prelist Sheet has been so stamped, a special schedule on perquisites is to be taken for every hired worker reported as working during the week ending May 26 on any farm listed on the Prelist Sheet, with this exception. On farms with 4 or more hired workers, do not take any perquisite schedules as supervisors will have special instructions for sampling these on a revisit.

Information for the Special Schedule on Perquisites should be obtained from the farm operator, farm foreman, the hired man or from another responsible individual on the farm or in the farm family.

### V GENERAL INSTRUCTIONS TO ENUMERATORS

#### A. Approach and Technique of Enumeration.

The value of this survey to the United States Department of Agriculture is entirely dependent on the reliability and completeness of the enumeration returns. Therefore, it is essential that all enumerators be extremely conscientious in the conduct of their work. The success of an interview depends largely on the ability of the enumerator. The general remarks which follow are intended to call attention to some of the more important considerations. All information obtained by the enumerator is strictly confidential and is to be discussed only with persons specifically authorized. It is to be distinctly understood that all canvassing and soliciting for purposes not connected with this survey are strictly prohibited.

Explain that the INFORMATION FOR ANY PERSON OR ANY FARM IS STRICTLY CONFIDENTIAL that it will not be available to any persons except sworn employees, that it is to be used only for statistical purposes, and that no use will be made of it which can in any way injuriously affect the interests of individuals.

The favorable impression made by the enumerator in stating the purpose of the survey and the reason for his visit (whether to the person who is finally interviewed or to the person with whom the first contact is made), is usually directly responsible for gaining the necessary cooperation and confidence.



Each enumerator will be provided with a letter from the Chief of the Bureau of Agricultural Economics which he may use to explain the purpose of his visit.

Avoid making a pure formality of the interview. Ask questions in the briefest possible way, using simple nontechnical words. Refrain from any arguments on political or other issues and do not forget to thank persons for their cooperation.

A few persons may be reluctant to discuss details and in some instances may flatly refuse to answer the inquiries. However, it should be possible in all but exceptional instances to obtain the desired information through a businesslike and sympathetic approach. If a farmer is too busy to be interviewed when visited, it may be necessary to return at a later time. The enumerator should remember that while he is authorized to request the information, he must rely completely on cooperation to obtain the answers. The enumerator should show his identification card before starting the interview.

B. General Rules for Filling Out Schedules.

1. Legibility.-It is essential that all entries on the schedules be made carefully and legibly. A fairly hard (#3) black pencil should be used so that the entries will not blur. Do not make entries in ink or in colored pencil.

2. Completeness.-Every item on the schedule requires an entry. If it is impossible to obtain information called for, enter one of the following symbols which indicates the reason the information was not obtained:

- N. A. - Not asked
- D. K. - Don't know
- R. - Refused to answer

When the answer called for is "yes" or "no," be sure to write "no" if that is the answer. Don't leave the column blank. When a question calls for a number or an amount and the answer is "None," write in the word "None." Do not use a dash to mean "no" or "none."

3. Explanatory Notes.- When the space provided on the schedule does not permit an adequate description of the particular circumstances applying to an entry, or when two or more entries on the schedule appear to be inconsistent, or when any inaccuracies are disclosed by the interview, an explanatory note is to be written on the bottom of the schedule and continued on the back of the schedule if necessary.

4. Review of Schedules.-The enumerator should carefully review every schedule before handing it in to the supervisor. He should make certain that he has assembled all schedules, that all items have been correctly and completely filled and that all seemingly inconsistent items have been explained. The supervisor will indicate when the schedules are to be turned in to him.



## VI HOW TO FILL OUT PRELIST SHEET

For each sample segment to be surveyed in May a Prelist Sheet has been prepared. The names of the State and County, the Segment number, and the name of the person who enumerated the segment in March have been written at the top of the Prelist Sheet. In the first column is written the name of every farm operator whose headquarters were determined as being in the sample segment in the March survey. Information on the number of acres in each farm and on whether or not the operator expected to have any hired farm workers between May 15 and June 15 has also been copied from the Prelist Sheet obtained by the enumerator in March.

### A. Checking on Completeness and Correctness of the List of Farm Operators Already Copied on Prelist Sheet.

The enumerator for the May survey is to visit all farm operators whose names are copied on the Prelist Sheet unless he finds that an operator who is listed has moved. In such a case the enumerator should substitute the name of the new operator if someone else has taken over the farm; if the farm has been abandoned and is not to be operated this year, draw a line through the name and write "Abandoned, not to be operated this year."

The enumerator should study carefully the map provided him and check to see that every farm operator with headquarters in the segment has been listed on the Prelist Sheet. (The enumerator should refer to Section B of Part X "Definition of Farm Headquarters" of the Instructions for the rules for determining if a farm has headquarters in the segment.) In case an operator was omitted in the March survey, the enumerator should add his name at this time.

If the enumerator finds that any of the operators listed does not have his headquarters in the sample segment, he should draw a line through the name and write "Headquarters not in segment."

### B. Instructions for Filling out Prelist Sheet.

One line of the Prelist Sheet is to be filled out for each farm with headquarters in the sample segment. It is most important that the information called for is obtained for every farm with headquarters in the segment.

Wherever possible, the information should be obtained from the farm operator. To prevent an undue number of repeat visits, however, the information may be obtained from someone else living or working on the farm. When no person connected with the farm can be located on the farm at the time of the visit, the enumerator should try to obtain the information called for on the Prelist Sheet from a neighbor. In such a case, a revisit will not be necessary if the informant is certain that there was no one doing farm work for wages on the farm at any time during the specified week. If the informant reports that there was hired labor on that farm or is not certain as to whether there was any hired labor, a return visit should be made to the farm.

Items A, B, C, D. These will be filled out before the sheet is given to the enumerator. Usually there will be only one Prelist Sheet for a sample segment, but if the segment has more than 18 farms, "continue" is written at the end of the first sheet and a second sheet used for the additional farms.



Items E, F. Write your own name on every sheet you turn in, and for any sample segment which required more than one sheet, fill your name in on each extra sheet. Also fill in the date you finished enumerating the farms in this sample segment.

Column 1: You will find written here the name of the farm operator. The farm operator is the person who works the farm, performing the labor himself or directly supervising it. When land is rented the tenant or renter is the operator even though the owner may exercise some supervision. If the farming operations are performed by a caretaker who merely carries out the instructions of his employer, report the employer as operator. However, report as operator a paid manager responsible for the farming operations, but place an M after his name. If the farm is operated for a corporation or institution, report as operator the superintendent, manager, supervisor, or other person directly responsible for the farming operations.

Column 2. The number of acres of land in the farm now owned by the operator (or by his employer if the operator is a manager) has been copied from the previous enumeration. This figure is not supposed to include any land this farm operator rents to others. The information on size of farm has been copied in order to aid in identifying the farms in segments where operators have the same name or similar names. In case you find an incorrect entry in column 2 or that the acreage has changed since March, write in the correct number of acres of land.

Column 3. The number of acres of land in the farm rented from others by this operator has been copied from the previous enumeration. In case you find an incorrect entry in column 3 or that the acreage rented has changed since March, write in the correct number of acres of land.

(Note for Columns 1, 2, and 3. In the South, enumerators should note the special instructions at the bottom of the Prelist Sheet relating to plantations and sharecroppers. The acreage operated by each sharecropper or sharetenant should be listed in Column 3 on the line of the sharecropper or sharetenant, while the acreage for the entire plantation should be listed in Column 2 or Column 3 of the line for the plantation operator, according to whether the plantation operator owns or rents the land.)

Column 4. Enter "yes" if any person now in the armed forces was living in this operator's household at the time he entered the armed forces. Consider as a member of the operator's household any hired laborer who was living with the operator's family when he entered the armed forces, even though he was not related to the operator. If no one from this household is now in the armed forces, enter "no." Also enter "no" if there is a member of the family now in the armed forces who was not living in this operator's household at the time he entered the armed forces.

Column 5. The entry for column 5 should be the number of World War II veterans who worked either as operator or unpaid family workers on this farm during the week of May 20-26, 1945.



Column 6. Record in column 6 the number of World War II veterans who worked for wages on this farm any time during the week ending May 26, 1945.

Column 7. This is a very important question on the Prelist Sheet. The answer to this question indicates whether the farm has some information to report on farm wages, the information which this survey is primarily planned to obtain. If the answer is "yes," a Form 1 is to be taken for this farm, even though the farmer hired someone for only a few hours of farm work during the week. If the answer is "no" and the answer is given by someone you are sure knows there was no hired labor on this farm, no other schedule has to be obtained on this farm. If the answer is not given by the farm operator, and the person supplying the information is not absolutely sure, then a re-visit must be made to get an answer from the operator himself. The definitions of hired farm work given for column 10 apply to this question, except that here information is required for all hired workers, regardless of how short a time they worked.

Column 8. If the operator worked 2 or more days on this farm during the specified week, enter "yes" in column 8. Otherwise enter "no."

Column 9. Report the number of unpaid members of the operator's family who worked on this farm 2 or more days at farm work, including farm chores, without receiving cash wages; omit housework, contract construction work, and unpaid work of inmates of institutions.

Column 10. Hired farm laborers are persons employed to do farm work for cash wages, including members of the family who are paid cash wages. Note that for filling out column 10, only those hired workers who worked 2 or more days on this farm during the specified week should be reported, while in column 7 every hired worker is to be counted, regardless of the length of time worked. Note that in this column as well as in column 9, a number is called for rather than a "yes" or "no" answer.

Column 11. The entry for column 11 should be the number of persons who put in work for this farmer on an exchange basis. This would include exchange work done by an operator of another farm, by members of a neighboring farmer's family or by the hired hands of another farm, if the work was on an exchange basis. Include also any relative of the operator who was counted as an unpaid family worker in column 9 if his work was actually on an exchange basis.

Exchange work refers to the practice of trading work, as for example, when farmer Jones helps farmer Brown load hay and Brown (or Brown's son or hired man) will in return help Jones with his hay or will do some other work for him. In enumerating Brown's farm Jones would be counted as an exchange worker in column 11 if he did this work on Brown's farm during the specified week.



In addition to trading work for work, exchange work can also include trading work for the privilege of using the other farmer's team of horses, tractor, or other equipment. In the above example Jones would still be regarded as an exchange worker if in exchange for his work on Brown's farm he was given the use of Brown's tractor on Jones' farm. When two farmers merely exchange the use of machinery or other equipment without doing any work on each other's farms, it is not exchange work for purposes of column 11.

Column 12. DO NOT ASK THE QUESTION AT THE TOP OF COLUMN 12. The answer given in March has been copied here for the information of the enumerator in May. Knowing what the operator said two months ago about his intentions of hiring labor at this time may enable the enumerator to phrase better the questions about hired labor. For example, if the operator said he intended to have hired labor at this time of the year, this provides the enumerator a good explanation of the return visit. On the other hand, if the operator said he did not expect to have any hired labor at this time of the year, the enumerator can phrase some other explanation of the return visit if necessary -- for example, to obtain the new information called for in columns 4, 5, and 6.

Column 13. This question is asked to give a basis for excluding some farms from the survey to be made on farm wage rates about October 1. For all farms where the answer to the question in column 13 indicates to the enumerator that they will certainly not be hiring any labor during the September 15 to October 15 period, enter "no" in column 13. If the enumerator is not certain that there will be no labor hired on this farm during the specified period, he should enter one of the following codes in the appropriate column: Yes - Yes, PY - Probably yes, but not sure; PN - Probably no, but not sure; DK - Don't know. The enumerator should enter the code which best expresses his interpretation of the farmer's answer. The DK code should be used only when the enumerator feels there is no basis for indicating the chances that there will be hired labor on this farm during the month specified; however, in most of the doubtful cases the enumerator should be able to indicate either PY or PN.

In some cases the farmer's reply will be something like this: "I will if I can find somebody to hire." In deciding for replies of this sort which code to enter, the enumerator will find it helpful to inquire whether the farmer over the past year or two has hired any labor during the specified part of the year. An inquiry of the farmer as to how badly he will need hired workers at the specified part of the year may also prove helpful. The enumerator should keep in mind the fact that an unpaid family worker can become a hired worker if he shifts from an unpaid to a paid status.



Column 14. For indicating "yes" or "no" in this column, consider as "connected with this farm" any person who operates this farm, is a member of the operator's family, lives on this farm, works on this farm, or owns this farm. If the informant is anyone else-- a neighbor, County Agent, etc.--enter "No."

## VII. HOW TO FILL OUT FORM 1

Form 1 is the basic schedule and is to be used for every farm reporting hired labor in the sample segments (an answer of "yes" in column 7 of Prelist Sheet). Every effort should be made to fill out Form 1, using another schedule and marking it "Continuation Sheet" whenever necessary. Because much of the value of the entire survey will depend on the information provided by this form, it is of utmost importance that you make an effort to obtain all the hired labor and wage information for each farm called for. There will be situations, however, where not all of the hired worker information can be secured on an individual worker basis and in these cases Form 1-Supplemental must be used in addition to Form 1.

Item I. Information for A, B, C, D, E, and F should be copied exactly as written on the Prelist Sheet.

Item II. In "a," report the total of acres in this farm from which one or more crops have been or are to be cut, dug, picked, or otherwise harvested in 1945, of all land in orchards and small fruits (bearing and nonbearing), and of acreage in nurseries and greenhouses. Do not count same land twice, even though two crops are to be harvested from it.

In "b," list the two most important individual farm products according to the income received from the expected sales of farm products in 1945. An exception to this should be made in the case of the groups of products commonly classified as dairy products, and poultry and poultry products. An entry of "dairy" or "poultry" should be made instead of milk or eggs when dairy or poultry products are among the three most important products. If more than half of the 1945 production of this farm is to be used for home consumption, then an entry of "home consumption" should be made in place of listing of individual products.

In "c," enter the total value of crops, livestock and livestock products produced on this farm in 1944 which have been or are to be sold or traded. The entry should be in dollars (an answer to the nearest \$500 is satisfactory).

The farm operator should be assured that the information on value of products reported in "c" will be kept absolutely confidential, and that no figure will be published for individual farms.

The values desired are not the figures reported for income tax purposes since gross receipts or values are desired without deduction for expenses of any kind.

Where the farm operator is a tenant, be sure to include the landlord's share.



Note that the value refers to crops harvested on this farm in 1944 which were or are to be sold or traded and to livestock and livestock products sold or traded in 1944. Exclude value of crops fed to livestock or used for seed on the farm where produced.

Many farmers do not keep records and will not be able to answer this question accurately. Nevertheless, they should be able to give an approximation to the nearest \$500. You should try to get an estimate in every case where exact figures are not available. If no products were sold or traded enter "None." If the value of agricultural products sold or traded cannot be determined, enter "D.K." and explain in the "Comments."

Item III. Hired farm workers are persons employed to do farm work for cash wages, including members of the family who are paid cash wages. (However, a regular cash allowance given to young children by their parents should not be considered as wages.) In addition to cash wages, the hired worker may receive board, lodging, or other perquisites. A separate line should be filled out for each hired worker who worked on this farm during the specified week including those who worked less than 2 days. (Names of workers are not necessary, however, where several persons are employed and the listing of names would aid in obtaining detailed individual information, names or initials may be listed in the column marked "line number.")

Farm work is work done on a farm, on a custom, contract, or other basis, in connection with the production (for home use or for sale), harvesting preparation for market, or delivery to market of agricultural products. Work done on the farm by a farm laborer in construction, repair, maintenance, or improvement of the farm buildings, fences, machinery, etc., is to be included as farm work. However, do not include such work as that of skilled carpenter or stone mason hired to construct a farm building, or the work of a well-driller engaged in drilling a well for a farmer, or the work of a commercial trucker in hauling agricultural products to market. Do not include as farm work any housework, or canning primarily for home consumption.

For the purposes of this survey, persons are to be considered as hired farm workers who are employed in the packing of fruits or vegetables in a packing house or packing shed located on this farm and operated by this farmer primarily for packing produce from his own farm.

Column 1. If you are unable to obtain approximate age, place as closely as possible in following age groups: Under 14; 14-17; 18-34; 35-44; 45-54; 55-64; 65 and over.

Column 2. Self-explanatory.

Column 3. If the worker is related to the farm operator or his wife, write "son," "brother," "son-in-law," or whatever the relationship is. If the worker is unrelated to the farm operator or to his wife, write the word "none."

Column 4. W means white; N, Negro; and O, all others. Mexicans are to be coded W. In addition to indicating race, identify foreign workers imported from Jamaica, Mexico, etc. with "F," and prisoners of war with "P."



Column 5. Record here the farm operator's reply as to whether or not the worker has been hired for a regular, year-round job.

Column 6. Show the operator's best estimate of the number of days each worker has been employed on this farm since January 1, 1945. The total number of days relates to all days on which any hired farm work was done. For the regular hired hand who is paid on a monthly basis, when the answer is given in months, convert to days using 25 or 30 days to a month according to whether any work is customarily done on Sundays.

Column 7. Show the operator's best estimate of the number of days the operator expects to have work for this worker during the rest of this year. Convert months into days according to the instructions for column 6.

Column 8. Record number of different calendar days on which some hired farm work was done during the specified week, regardless of how many hours were worked each day.

Column 9. Report the total number of hours in the week actually worked on this farm for wages (week ending May 26, 1945). Exclude hours spent at meals and in traveling from home to work and from work to home.

Column 10. The entry should be the total cash wages (to the nearest dollar) paid or to be paid the worker for the work performed during the specified week only. When the worker is paid on a monthly basis convert the monthly wage to a weekly basis by taking 23 percent of the monthly cash wage.

The total cash wages paid or due the worker entered in column 10 should be the gross earnings for the week before any deductions. The earnings should therefore include any amount deducted because of a cash or credit advance or because of withholding taxes. The amount entered, however, should not include any part of a bonus to be paid at the end of the season.

Columns 11, 12, and 13. If field work was done, list the crop and describe the operation or tasks upon which each worker was principally employed during the designated week. If in harvesting the worker does two tasks as, for example, picking and loading apples, the enumerator should enter in column 11 "apples" and in column 12 "picking and loading." If the worker did work other than field work during the week, indicate in column 13 the nature of the work, such as care of livestock, milking, silo filling, tractor repair. If considerable time was spent on two crops or operations, show each, using more lines if necessary. Always use a separate line for each type of work paid at a different wage rate. If two or more lines are used for one worker, indicate by placing in brackets the appropriate line numbers.

Columns 14 and 15. Report the cash wage rate and the unit of payment for the kind of work shown in column 12 or 13. Unit may be per hour, day, week, month, or year, or, if piece work, per box, bushel, crate, etc. giving weight or size of box, crate, if



materially different from standard weight or size.

In reporting wage rate, be careful to put dollars and cents in their respective columns.

Column 16. Record here "yes" if the wage rate is a combined price for the hire of any machinery, equipment, or work-stock in addition to labor; "no," if none of these is included. If "yes" indicate in "Notes" at bottom right of schedule what machinery, equipment or work-stock, is included in wage rate, identifying the worker by line number.

The question on column 16 is intended mainly to cover the cases of custom work when the rate paid by the farmer is a combined cost for labor and a machine used in performing a certain job, as combining wheat; or labor, materials and equipment as in custom or contract spraying; or the combination of labor and a team of horses as in some cases of custom plowing. In cases of this sort, the farmer usually contracts with some one to pay so much per acre (or other unit) to get the particular job done. The person he contracts with supplies the worker (or workers) in addition to the machine, materials, etc. required to do the job.

If the custom job is done by only one worker, Form 1 should be used to record the information for this worker, and the entry in column 16 should be "yes." If more than one worker performed the custom job, the information should be recorded on Form 1-Supplemental, treating the workers on this job as a single crew.

An entry of "yes" in column 16 of Form 1 (or column 16 on Form 1-Supplemental) requires an explanation in the "Notes" at bottom of schedules as to what machinery, etc. were included in the wage rate shown for this worker. The enumerator should also make an effort to find out from the farmer what wages he would have to pay for this kind of work if the farmer supplied his own machinery or equipment. This information can also be recorded in the "Notes."

Columns 17, 18, 19, 20, and 21. All questions relating to items furnished in addition to cash wages refer only to the items furnished during the specified week. Enter "yes" in column 17 for house if a separate house or apartment with accommodations for a family is provided. House may also include a separate apartment in the operator's dwelling. Group or crew housing providing room or bunk space only should be entered under lodging. Similarly, if only a room is provided in the operator's dwelling, make an entry of "yes" in the lodging column (column 18). Show in column 19 the number of regular meals furnished each day. Indicate in column 20 if daily transportation to and from work is furnished the worker without charge. In column 21, enter "yes" if other items are furnished worker during the week free of charge. Examples of other items are garden, fuel, laundering, milk, eggs, hogs, beef, and fruit.



Item IV. If for any worker, the total cash wages entered in column 10 included some amount which is held back until the end of the season, indicate the line number of the worker and the amount held back, thus: "Line 3, \$5 of week's wages held back till picking completed;" or "10 percent of earnings held back till end of season."

If for any worker, some agreed upon bonus is to be paid at the end of the season, indicate the line number of the worker and the nature of the arrangements, thus: line 2, a bonus equal to 10 percent of total wages to be paid if worker stays on till end of season, or lines 4, 5, 6 a bonus of \$25 each to be paid if workers stay on till end of season, approximately  $2\frac{1}{2}$  months in all.

## VIII HOW TO FILL OUT FORM 1-SUPPLEMENTAL

### General Instructions

Form 1-Supplemental is to be used to supplement Form 1 when the information called for in Item III of Form 1 cannot be obtained for each individual worker who worked for pay on the operator's farm during the reporting week. Form 1-Supplemental may be used in combination with Form 1 in the following situations:

1. When the workers were not hired directly by the farm operator but were supplied by a contractor, packing house or someone else;
2. When the workers were hired directly by the farm operator, but he is unable or unwilling to supply information on each individual worker. Wherever possible information should be obtained on Form 1 for each individual worker, and Form 1-Supplemental used only when the individual information cannot be secured.

When the workers were not hired by the farm operator, and the foreman of the crew is still on the farm or nearby, he is to be asked to supply the information. (The farm operator should be consulted before getting in touch with the foreman.) If the crew is gone, the farmer is to be asked to supply all he can of the information called for. If he cannot supply all the information called for, he should be asked for the name and address of the crew leader and the enumerator may find it feasible to contact him, if the address is in a nearby town. In other situations, where the enumerator has not been able to get all the information called for, the supervisor will determine whether or not an attempt is to be made to obtain the information from the labor contractor or packing house.

When Form 1-Supplemental is used, Form 1 must also be filled out in full for Items I and II, and for Item III in the case of every hired worker who did not work in a gang and for whom individual information can be obtained. If, in filling out Form 1, it appears that it will be necessary to use Form 1-Supplemental also, write "See Form 1-Supplemental," on the last line of Item III in Form 1. In case a labor contractor or a packing house needs to be visited to obtain the information for Form 1-Supplemental, write also on the last line of Form 1 the name and address of the contractor or packing house.



No worker must be reported both in Item III of Form 1 and in Item II of Form 1-Supplemental. Once the enumerator makes the determination that for a crew of workers, he will be able to get information only for the group as a whole, he should not report information for any individuals of the crew in Item III of Form 1. This is necessary in order to avoid a double count of workers.

Item I. Copy items A, B, C, D, E, and F from Form 1.

Item II. Fill out a separate line for each gang or crew or group working at the same operation. If the crew shifted to a different type of work during the week, or if a crew worked a part of the time at one wage rate and a part at another, use a second line for columns (12) through (15) to record information on the second type of work or second wage rate. If a crew contained both males and females, use two lines, one for all males in the crew and one for all females.

Column 1. Enter the average number of persons who worked in the crew on this farm during the days of specified week when crew worked. If the crew contained both males and females record the information as if there were two crews, entering the average number of males on one line and the average number of females on the next line. It is very important that this average be obtained as accurately as possible. If the farmer or foreman reports that there were 15 workers in a crew of strawberry pickers on Monday, no work done at all on Tuesday, 20 workers in the crew on Wednesday, and 25 workers on Thursday when the picking was finished, the correct entry for column 1 is

$$20 \left( \frac{15 + 20 + 25}{3} = 20 \right)$$

Column 2. Enter here the sex of workers in crew, M for male and F for female.

Column 3. Enter "operator" if workers were hired directly by the farmer; if workers were hired by someone else, enter the name and address of person or firm who employed them. If this is a special group such as high school boys or a group of women who do not usually work on farms, indicate the type of group on the back of the schedule.

Column 4. Classify each crew of imported foreign workers as "F"; prisoners of war, "P"; locally resident workers, "L", or migratory workers (that is, workers from outside the county who are lodged in places not considered their regular homes), "M". If a crew includes a mixture of these classes, classify the crew according to the type of workers which predominate in the crew. Workers other than foreign importees, prisoners of war, and migratory workers are to be considered as locally resident workers.

Columns 5-8. Enter the number of workers of each race specified

Columns 9-21. These columns are similar to columns 8-21 of Form 1 and the same instructions generally apply. However, here the entries relate to a group of workers rather than to an individual worker.



In column 9, enter the number of different calendar days on which the crew did some work on this farm during specified week only. If the crew was on this farm 4 days, but actually worked on only 3 days, the correct entry is 3.

In column 10, enter the number of hours that the crew was on the farm working during specified week. For example, if a crew of strawberry pickers worked 4 hours on Monday, no hours on Tuesday, 8 hours on Wednesday and 5 hours on Thursday, the entry for column 10 should be 17 ( $4 + 8 + 5 = 17$ ).

In column 11 enter the total cash wages paid or due the entire crew for work done on this farm during the specified week. The total cash wages paid or due the worker entered in column 11 should be the gross earnings for the week before any deductions. The earnings should therefore include any amount deducted because of a cash or credit advance or because of withholding taxes. The amount entered, however, should not include any part of a bonus to be paid at the end of the season.

In column 12, if the work was done on a crop, give the name of the crop; if the work involved handling of livestock specify the type of livestock. (For example, specify "sheep" in the case of sheep shearing.)

In column 13, describe the principal operation performed. Always use a separate line for each type of work paid at a different wage rate.

In columns 14 and 15, report the wage rate and unit of payment for the kind of work shown in column 13. Note that if the rate paid by the employer is higher than the rate received by the workers, an explanation must be given in the footnote provided at the bottom of the schedule. (The rates to be entered in column 14 are the rates received by the workers.)

An entry in the footnotes will be necessary only in situations when a labor contractor, or another intermediary between the farmer and the worker receives some part of the wage rate paid by the farmer. In such cases, show the amount deducted by the contractor or other intermediary, and show whether the deduction is made from each unit, from the daily earnings, from weekly earnings, or in some other way. Also indicate what services are supplied to the worker by the contractor. The deductions to be recorded in the footnote do not include withholding taxes, or credit advances.

Column 16. Instructions for column 16 of Form 1 apply here.

Columns 17-21. The instructions applicable to columns 17-21 of Form 1 apply here.



Item III. This is identical with Item IV of Form 1 and the same instructions apply here.

#### IX. HOW TO FILL OUT SPECIAL SCHEDULE ON PERQUISITES

In the sample segments designated, the enumerator is to fill out perquisite schedules after he has finished filling out Form 1. In the segments stamped as segments for the perquisite schedules, a separate perquisite schedule is to be filled out for every hired farm worker, except for the workers on farms reporting 4 or more hired workers for the week ending May 26, 1945. The supervisor has special instructions for sampling these workers on a revisit.

The special schedules on perquisites are being used to get information on what the worker receives besides money for his farm work. Such information is needed in order to know what the total cost of wages is to farmers and to know what the total wages are for the worker. Facts are also needed on the kinds of perquisites furnished and the types of workers receiving perquisites.

Item I. Copy from Form 1 the identification information called for in this item; also obtain and write down in the blank space provided the name of the worker for whom the perquisites schedule is being filled out.

Item II. Record in this section of the schedule residence and other additional information of the worker for whom the perquisite information is to be obtained.

Question 1. Check "on this farm" if the worker now lives on this farm. The definition of living on this farm is that the worker has a definite lodging place (place to sleep) on this farm. Check "on another farm" if the worker lives on a farm other than that of the operator for whom he works. (See definition of a farm given under Section X.) Check "In rural area but not on a farm" if the worker does not live on a farm and lives in a rural area (that is, in the open country or in a place of less than 2,500 population). If the worker lives in a city or town (that is, in an incorporated place of 2,500 population or more), check "In city or town."

Question 2. Enter number of members of the worker's family who are now living with him on this farm. Include family members who regularly live in the same household as the worker, even though they may be temporarily absent at the time of the actual enumeration.

Question 3. Check one entry under this question for the marital status of the worker. The category "other" includes widowed, divorced, or separated persons.

Question 4. The wage rate received by this worker and the time or piece unit should be copied from Form 1. If this rate includes payment for any work done by other members of the worker's family, check "Yes"; if it does not, check "No." For example, an answer of "Yes" would be required in the rather infrequent situation where the operator and the worker agreed that the worker's wage rate of so much per month should include either farmwork or



housekeeping for the operator on the part of the hired man's wife or children. On the other hand, the answer should be "No" in the case where the hired man's wife or other members of his family receive separate pay for their work even though the wages earned by them are paid by the operator only to the head of the worker's household.

If the answer to Question 4 is "Yes", describe in the space provided the kind of work done by the hired worker's family members, the number of them doing such work, and the amount of time spent or to be spent in the work, as required by the wage agreement.

Question 5. If this worker has a serious physical or mental disability which interferes with his ability to do farm work, check "Yes." Otherwise, check "No." If the answer to this question is "yes," specify the nature of the disability in the space provided.

Question 6. The correct entry for Question 6 should be the number of different years in which the worker did some work on a farm operated by this farmer, regardless of the amount of time worked during each year.

Question 7. Check one of the entries relating to the amount of experience this worker has had in farm work. Do not count as "experience" unpaid farm work done before the age of 14.

Item III. Question 1. The entry for this question should be the number of calendar days during May 1945 the worker was employed at farm work on this farm, regardless of the amount of time worked each day.

Question 2. Enter in Question 2 the amount of cash wages paid or due this worker for work on this farm during May. This should be the gross earnings for the month before any deductions. Any amount deducted because of a cash or credit advance or because of withholding taxes, or any part of the month's wages held back to be paid later should be included in the amount entered for this Question. Do not include any part of a cash bonus to be paid at the end of a season.

Item IV. Perquisite items furnished without charge to worker in addition to cash wages.

Before proceeding with this part of the schedule determine if the worker is a tenant (or a sharecropper, in the South). If so, check one of the three tenure classifications provided under "Notes" and do not fill out the rest of the schedule. For all other workers fill out Parts 1 and 2.

Part 1. The quantity and estimated value of the specified items furnished the worker free of charge during the month of May 1945 only should be entered. This means that the enumerator should record for the items listed under Part 1, the value (and quantity when called for) of the total amount given during the month of



May only to the worker by the farm operator. Do not include food products given to the worker in a previous month which the worker actually used during May. For example, do not include potatoes given to worker last fall, even though he used some of them in May. On the other hand, include the total value of any product given to the worker during May, even though it may not have been used up in May.

House. If a separate house is provided the worker, indicate the number of rooms and the present market value of the building.

Apartment in operator's house. Enter the estimated monthly rental value of the apartment or separate housekeeping quarters. Some farmers will find it difficult to give a rental value for the apartment or housekeeping quarters furnished free to the workers because they have never rented the quarters. In such cases the rental charged for similar quarters on nearby farms may be used as a guide in estimating monthly rental value. If such quarters are seldom rented in the immediate community, the principle of estimating rental value from the value of the building may be used as a guide to the enumerator in helping the farmer arrive at a reasonable estimate. One percent of the value of the building can be considered as equal to a month's rent for the whole building. This amount can be apportioned between the apartment and the rest of the house on the basis of the number of rooms in each.

Lodging. In cases where the lodging is a room in the operator's house, and no comparable lodgings are rented in the community, the principle of estimating rental value from total value of the house may also be used, taking into account the number of rooms in the house. If lodging is provided in some shelter, such as a bunk house or barracks, enter the estimated rental value of the lodging. In determining the figure to be entered here, take into consideration whether or not such shelter is rented to any workers on nearby farms and determine what the shelter on this farm would rent for at the prevailing rental rates. If no such shelters or lodging places are rented in the community, determine the value of the property, use one percent of the value as monthly rental value, and then divide by the number of hired workers sharing the shelter.

Meals. Enter the total number of meals provided the worker free of charge during the month. In the second space enter the estimated value of the meals furnished. The principles to follow in assisting the operator to arrive at the estimate of value are given below for three different situations.

1. When the operator knows the price charged by rural families in the community for meals equivalent to those he furnishes the worker, the estimate should be made on the basis of this price.



2. When the operator does not know the price charged for meals alone, but does know the price charged for room and board by rural families in the community, the operator may be able to estimate the value of board alone (without room) by making a reasonable allowance for room rent included in the prevailing room and board price.
3. When the operator knows of no such prices prevailing in the community, he should estimate the value of meals furnished worker on the basis of their cost to him plus a reasonable allowance for the labor involved in their preparation. The cost to the farm operator of food products grown on the farm should be figured at current local farm prices and food items purchased at their actual cost to the operator.

In every case the estimate of value of meals to be entered on the schedule should relate to the total number of meals actually furnished the worker without charge during the month of May 1945.

Eggs. Enter in the first space the number of dozens of eggs provided the worker without charge during the month of May, and in the second space enter the value of the eggs furnished. In obtaining the value figure from the operator or other respondent, the enumerator should inform him that the eggs should be valued at current local farm prices for eggs of the same grade as furnished the worker.

Fruit and/or vegetables. Enter the total value of all fruit and vegetables provided the worker without charge during the month of May. The value of any fruit or vegetables should be the amount it would have brought if sold by the farmer at current local farm prices, taking into account the quality of the fruit or vegetable furnished.

Fuel (include gas and electricity). Include here wood used for fuel, or any coal, fuel oil, gas, electricity (public utility or home plant) furnished the worker without charge during May. Fuel oils, gas, electricity should be valued at the actual cost to the farm operator. Wood should be valued at current local farm price the farmer could have sold it for in the uncut or cut condition the wood was provided. If the farmer supplied the worker equipment without charge used in cutting or hauling the wood, include an allowance for this in the value estimate. If the wood was cut on the operator's time, also include an allowance for this in the estimate.

Laundry. Enter in the space provided, the value of any laundry done for the worker during May, figuring the value at which it would have cost the worker if he had hired it laundered, either by someone who does laundry or by a commercial laundry.



Milk. Enter the number of gallons of milk provided without charge to the worker during May and the value of the milk if the farmer had sold it at the current local farm price for milk of the same butterfat content.

Potatoes - Irish. Enter the number of bushels of Irish potatoes provided without charge to the worker during May and the value of the potatoes if the farmer had sold them at the current local farm price for potatoes of equal quality.

Sweetpotatoes. Enter the number of bushels of sweetpotatoes provided without charge to the worker during May and the value of the sweetpotatoes if the farmer had sold them at the current farm price for sweetpotatoes of equal quality.

Pork. Enter the pounds of pork on a dressed weight basis furnished worker without charge during the month of May. Pork is defined as the meat from any part of a hog, including lard.

The value of the pork furnished should be estimated on the basis of the price the farmer would have received if he had sold the pork at current local farm prices taking into account the difference in weight between dressed weight and live weight. (If the enumerator finds that he can obtain the quantity and value figures more easily on a live weight basis he should record these, but should be sure to specify on the schedule that the figures are on a live weight basis.)

Other meat. Enter here on a dressed weight basis the number of pounds of meat other than pork, but including poultry, furnished worker without charge during the month of May.

The value of the meat furnished should be estimated on the basis of the price the farmer would have received if he had sold the meat at current local farm prices taking into account the difference in weight between dressed weight and live weight. (If the enumerator finds that he can obtain the quantity and value figures more easily on a live weight basis he should record these, but should be sure to specify on the schedule that the figures are on a live weight basis.)

Other food products. Enter here the value of all other food products (excluding meals) provided without charge to the worker during the month of May. To estimate the value of foods supplied worker which the operator purchased, consider the full purchase price as the value; for foods produced on the farm, estimate the value as the amount the farmer would have received if they had been sold at current local farm prices.

Medical services or supplies. Enter as the value of medical services or medical supplies furnished without charge to worker during May their actual cost to the operator. Do not include the payment of doctor, dental or hospital bills, etc. which are merely in the nature of an advance and will later be deducted from the worker's earnings.



Part 2. This part of the schedule deals with other privileges or services given or to be given without charge to the worker during the entire year 1945.

A place has been provided on the schedule for checking a "Yes" or "No" answer for each of the questions (a) through (f). For those privileges checked as "Yes," an estimate of their value for the year 1945 should be obtained and recorded in the space provided.

The following principles should be observed in aiding the farmer to arrive at a value estimate:

- (1) If the privilege is in the nature of production materials furnished the worker without charge, such as fertilizer, lime, seeds, etc. the value should be based on the cost to the farmer.
- (2) If the privilege or service is in the nature of use of land, machinery, stock, or tools, the value estimate should be the rental which the operator would have charged a neighboring farmer for the same privileges. If the privilege also includes services of the operator, such as cultivating, spraying, or plowing the hired worker's own crops or land, include an allowance for the operator's labor in the value estimate.

If answer is "yes" for question (f), write out the kind of privilege or services given which have not been covered in (a) through (e) and estimate their value for the year. Note that in question (f), none of the items are to be included which are itemized in Item IV, Part 1 of the schedule for the month of May 1945.

#### X DETERMINATION OF WHICH FARMS ARE IN SAMPLE

The following sampling instructions which are the same as those for the March Survey are repeated for two reasons.

(1) These instructions are to be followed in enumerating the segments that were not covered in the March survey. The Prelist Sheet for such segments will have only the State, county, and segment number entered on the top. No farm operators will have been listed on the sheets. You should canvass these segments as in the March enumeration, by following the procedure outlined below. In addition, certain segments were not completely enumerated in March, and for these the canvass should be completed.

(2) The sampling instructions should be consulted in connection with the verification of the farm operators listed on the Prelist Sheets. Although another complete canvass of all segments is not required, you should make corrections in and additions to the list in accordance with the requirements specified in VI - A "Checking on Completeness of List of Farm Operators Already Copied on Prelist Sheet."



#### A. Definition of a Farm

A farm for the purposes of this survey is: (1) All the land on which some agricultural operations are performed by one person, either by his own labor alone or with the assistance of members of his household or hired workers, (2) the land operated by a partnership or by a hired manager, (3) the land operated by a tenant, renter, or cropper under the general direction of a landlord.

Do not regard as a farm any tract of land of less than 3 acres, unless its agricultural products in 1944 were valued at \$250 or more.

Include as farms: Dry-lot or barn dairies, nurseries, greenhouses, fur farms, mushroom cellars, hatcheries, cranberry bogs, apiaries, etc.

Exclude as farms: "Fish farms," fish hatcheries, "oyster farms," "frog farms," idle or abandoned farms which were not operated in 1944 and will not be operated in 1945, etc.

Consult your supervisor when in doubt as to whether an enterprise or establishment is to be regarded as a farm for this survey. On pages 26 and 27 additional instructions are given for enumerators in the South dealing especially with multiple-units (such as plantations).

#### B. Definition of Farm Headquarters.

In sampling farms it is important to have one point on every farm for reference purposes. This is the point we refer to as the "headquarters," although this may not always be the farm's business headquarters. Great care must be taken to observe certain rules for determining farm headquarters in order that the small sample of farms to be enumerated will be a satisfactory representation of all farms.

If all the land comprising a farm is completely enclosed by the boundaries of a segment, the farm's headquarters are within the segment and the farm should be included in the sample.

If a farm is partly inside a particular segment, and partly outside the segment, either because it extends over the segment boundaries or because it has a separate tract or tracts outside the segment, it is to be included in the sample only if the "headquarters" for the entire operation lie within the segment. Following are the rules for determining farm headquarters:

- (1) If there is only one dwelling on the farm, this dwelling is the farm headquarters, regardless of whether it is occupied or unoccupied.
- (2) If there are two or more dwellings on the farm, and the farm operator lives on the farm, the farm headquarters is the dwelling in which the farm operator lives.



- (3) If there are two or more dwellings on the farm, and the farm operator does not live on the farm, the farm headquarters is the dwelling of greatest value. If there is any question as to which dwelling has the greatest value, take the one at which most of the farm equipment is usually kept.
- (4) If there is no dwelling on the farm, but there is a building on the farm, this building is the farm headquarters. If there are two or more such buildings, the farm headquarters is the building of greatest value.
- (5) If there are no buildings on the farm, the farm headquarters is the main entrance. The main farm entrance is the point where the farm operator usually turns off a public road, private road, trail, or path on to the farm he operates. If a farm with no buildings is composed of two or more separate tracts of land, the headquarters to the farm is the main entrance to the tract of land of greatest value.
- (6) If there are no buildings on the farm and there is no point which can be regarded as the main entrance, then the farm headquarters is the northwest corner of the tract of greatest value. This corner of the tract is the point which is farthest west on its northern boundary.

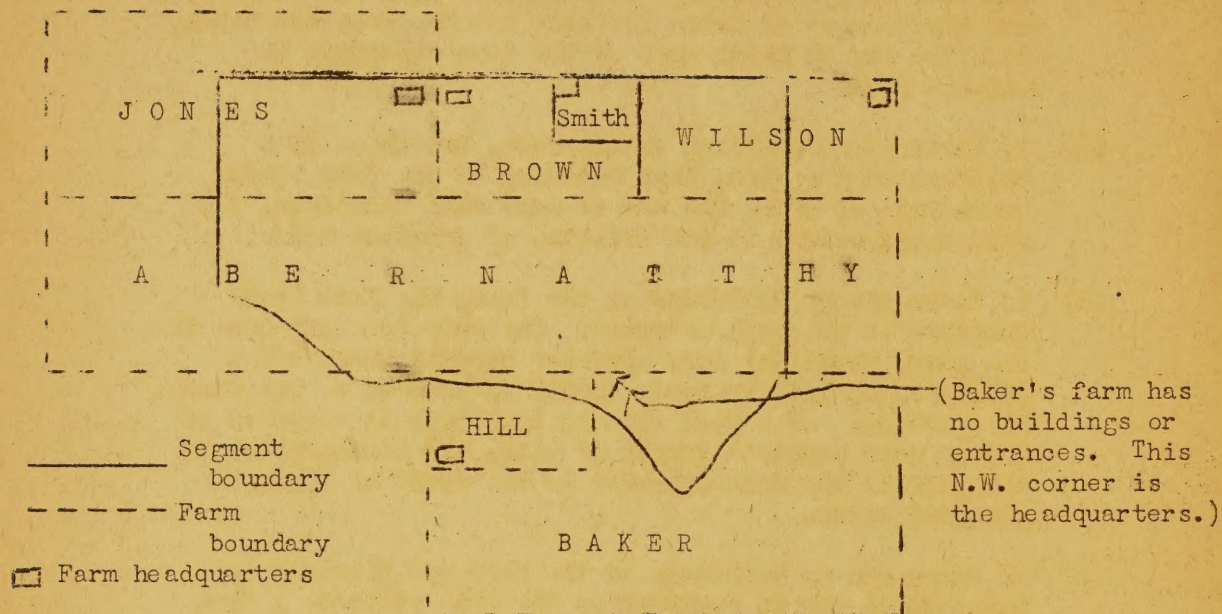
An operator is considered as living on his farm if the tract of land on which his residence is located is on, or adjacent to, one of the tracts used as an integral part of the farm's operations. Thus, the operator's residence may be on a production tract or on a tract bordering or touching or across the road from one of the tracts making up the farm. An operator's residence located elsewhere is to be considered as being on the farm only if the tract of land on which it is located produced in 1944 agricultural products valued at \$250 or more (whether sold or consumed on the farm).

#### C. Procedure on Canvassing a Segment.

To make a preliminary canvass of a segment contact someone in or near that segment to obtain the names of all farm operators whose farms are entirely or partly included in the segment. These names can be recorded on scratch paper or on the back of an unused schedule. For each such farm the location of the headquarters must be determined, that is, whether the headquarters is inside or outside the segment. To assure completeness of this canvass, it may be advisable to make a rough sketch of the segment showing the boundaries and headquarters of the farms which together with other land account for all the land area in the segment. An example of such a sketch is shown below, with the solid line indicating the segment boundary and the dotted line showing



the farm boundaries.



In this case six farms have some land in the segment. Only Jones', Brown's and Baker's farms, however, are to be included in the sample. Wilson's, Abernathy's and Hill's farms having headquarters outside the segment, are not to be included in the sample. Smith has only 2 acres and no farming operations, and is therefore not to be included in the sample.

The preliminary canvass to determine the location of the headquarters of all farms having any land in the segment need not require a separate visit to each such farm. Usually it will be possible to obtain the necessary information for this canvass for all farms in the segment from the first farms visited in the segment. The sketch and markings may be entered in the blank space at the bottom or the back of the Prelist Sheet. This can be done at the time the enumerator is filling out the Prelist Sheet for the first or second operator visited in the segment. All farms found to have headquarters in the segment are in the sample and therefore must be visited to fill out the Prelist Sheet.

Farms for which Information is Not Available. If for any reason no source of information can be found for a farm having headquarters in the sample, enter notes explaining the situation on the schedules where the farm information should appear.

#### Additional Instructions to Enumerators in the South

(For the following States: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, Missouri, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, and Virginia.)

Definition of Multiple-Unit Operation. In the South, it will be necessary to deal somewhat differently with certain "farms" which are operated as parts of a larger unit, such as the sharecropper units of a plantation. In this survey an attempt will be made to obtain information on each of these "farms" or subunits from the landlord, manager, or overall operator rather than from each tenant or



sharecropper separately. Following the practice of the Census, this plantation type of operation is to be regarded as a "multiple-unit operation" which is defined as follows:

"A multiple-unit operation is one in which two or more subunits are handled as a single farm enterprise. It usually involves supervision of cropper or tenant operations and central control of such items as sale of products, work power, machinery and equipment, crop rotation, or of purchase of supplies. A multiple-unit operation consists of two or more subunits, one of which must be a cropper or tenant operation under the close supervision of the multiple-unit operator. One of the subunits may consist of land worked by the operator, his family, or wage hands. Plantations should usually be reported as multiple-unit operations."

Information for each subunit (that is, cropper or tenant) can usually be obtained from the owner or manager of the multiple-unit operation.

Determination of Multiple-Unit Operations in this Sample. During the canvass, farms which are subunits of a multiple-unit are to be included or excluded from the sample according to whether the headquarters of the multiple-unit operation is inside or outside the segment. A multiple-unit operation is in the sample (and therefore all its subunits) when the headquarters of the "home farm" is in the segment (regardless of location of the various headquarters of the individual subunits.)

There are a few cases where there is no "home farm." The multiple-unit operator might live in town, for example, and have one or more sharecroppers who live on the farm. In such cases the headquarters is defined as being the sharecropper's dwelling which has the greatest value. If there is any question as to which dwelling has the greatest value, take as the headquarters the dwelling of the cropper living on the most valuable tract of land.

Filling Out the Prelist Sheet for Multiple-Unit Operations. When a multiple-unit operator is visited, obtain from him the names of all operators of the subunits in his multiple-unit operation regardless of whether they live inside or outside the segments, and add these names to the Prelist Sheet. Place a letter "P" after the name of each plantation operator and a letter "S" after each sharecropper to distinguish them from other operators.

Fill in for these subunits the information asked for on the Prelist Sheet. In most cases the multiple-unit operator can supply this information; however, if he is not positive in his answer to column 4 on the Prelist Sheet for any subunit operator, the subunit operator should be visited. If any of the subunit operators hired labor during the specified week, they should be visited and a Form 1 should be filled out.



